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[NR/L3/NSC/313/SP-2.01](#) Issue 1

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1 Purpose

To provide a system to control access to driving, intermediate and rear cabs thereby reducing risk of distraction to OTM Drivers and others in the execution of their duties.

2 Scope

This procedure applies to all persons who require access to OTM cabs. This includes:

- a) employees of Network Rail;
- b) employees of companies with which agreement has been reached for controlled access of their staff; and
- c) external organisations such as ORR, RAIB and their Accredited Agents.

3 Definition

Term	Explanation
RAIB	Rail Accident Investigation Branch
ORR	Office of Rail and Road
A2	Qualification for Assessors

4 Roles and Responsibilities

4.1 Operations Standards Manager

The Operations Standards Manager shall:

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- a) brief Operational Team Leaders;
- b) monitor the issuing of cab passes; and
- c) confirm the requirements of this procedure are included in OTM driver training.

5 Procedure

5.1 Types of cab passes

5.1.1 General

Issue of cab passes is subject to the different pass conditions. These include levels of competence achieved and access requirements relating to an individual's duties.

It is the responsibility of each authorised individual to check that all documentation is readily available and can be immediately produced upon request. Authorised individuals shall always show their documentation to the OTM driver when gaining access to the cab.

Cab passes are issued by the Operations Standards Team or a Local Management Team on a personal basis to Network Rail and visitors or other business personnel where authorised. Green driving compartment passes are not issued to other business personnel. For their respective restrictions, the cab passes are colour coded, see NR/L3/NSC/313/SP-2.01/AA.

5.1.2 Green - authorised to instruct and/or assess

Green pass holders shall only use them when necessary for the performance of their duties.

A green cab pass holder is responsible for the train performance and management of risk at all times. Green passes shall be issued to persons who have responsibilities for:

- a) training OTM drivers to meet standards of competence in practical train handling and route learning skills; and
- b) assessing OTM drivers to establish whether they are achieving and maintaining standards of competence for train driving.

Green pass holders shall meet the following qualification criteria:

- a) persons issued as authorised to assess shall have knowledge of Network Rail's assessment procedure;
- b) persons authorised to instruct shall have knowledge of Network Rail's training procedure;
- c) assessors shall be qualified to A2 standard;
- d) instructors shall have completed the NTO standards or equivalent and operational experience; and
- e) other persons may be issued a pass to assess and instruct where the appropriate qualifications are held.